UCRFS Users Group Meeting

Friday, December 6, 2019
9:00 a.m. – 10:30 a.m.
Alumni & Visitors Center
Agenda

• Treasury Update
• Foreign Transactions
• Update on Outstanding EIMRs
• Campus PCI Validation 2020
• Banner Billing Chargebacks
• UCPath General Ledger Update
General Accounting / Treasury Staff Update

Presented by:
Pauline Librenjak, Asst. Controller
Treasury Update

• In October 2019, banking functions moved from General Accounting to Treasury.

• The reorganization allows for more focused attention on this important function due to the increasing instances of fraudulent activity.
Foreign Transactions

Presented by:
Linda Casteel, Treasury Manager
Foreign Transactions

There is a high risk associated with foreign transactions

- Recourse options are limited, no reserve for fraud

Most foreign transactions require a wire payment

- Costly and administratively burdensome

Increase in fraud involving foreign companies

- University and vendor emails intercepted
- Bad players impersonating both the vendor and University using spoofed email addresses
  - ab çoccompany vs. abeccompany

Report concerns to the Accounting Office-Treasury
Foreign Transactions

How to minimize risk?

- Ensure use of a foreign vendor is required
- Contact Procurement Services for assistance identifying domestic sources
- Easier to resolve performance issues with domestic vendors
- Verify vendor email addresses thoroughly
- Changes to the DAPO process involving foreign vendors will be coming and discussed at an upcoming user group meeting.
- For foreign visitors, direct charge travel related costs whenever possible
Update on Outstanding EIMRs
Presented by: Charmane Custodio
Update on Outstanding EIMRs

• Distribution Services/ScotSurplus has completed their review of the outstanding EIMRs.
• List by Org/Dept Code for the 286 EIMR requests to be written off has been created.
• Accounting is in the process of sending these lists to the appropriate ORG CFAO for them to review and approve the write-off.
• Once all of the approvals are received, the EIMRs will be approved and the value of the equipment written off.
• Accounting’s goal is to have this completed by December 2019.
• Location updates required in AMS by 12/11/19
Campus PCI Validation 2020

Presented by Asirra Suguitan
PCI Validation 2020

• Payment Card Industry Data Security Standard (PCI DSS) is a set of security standards designed to ensure that ALL companies that accept, process, store or transmit credit card information maintain a secure environment

• UCR is required to report as a PCI Level 2 merchant requiring an outside PCI Qualified Security Assessor (QSA) organization attest to our compliance alongside our own attestation of compliance reporting to our Merchant Bank annually

• Annual Self-Assessment Questionnaires (SAQ) and Annual Credit Card Merchant Agreement (ACCMA)
  • Due Friday, 12/20
  • All Credit Card Handlers and Merchant Managers should complete PCI Security Awareness Training on LMS (search “PCI DSS”)

UCRFS User's Group Meeting - December 6, 2019
Banner Billing Chargebacks

Presented by Asirra Suguitan
**Chargeback** - When a bill cannot be collected, it will be charged back (reversed) to the department that was previously credited as there is no central reserve for write off of bad debts:

- Process occurs twice a fiscal year (usually Fall and Spring)
- June 2019 was the first chargeback since Banner deployed (2016)
- Resuming normal process with next chargeback scheduled for Fall 2019; delayed to early 2020 and May/June 2020 for spring
- Departments billing on Banner should budget for chargebacks
Banner Billing Chargebacks

• Although monthly billing statements with past due amounts sent to customers, departments should regularly review *BRS-Outstanding Banner Billing Receivables* monthly reports on iReport and follow-up with customers on unpaid billings.

• Potential chargebacks
  • Inactive students with no payments in last 6 months
  • Non-student accounts; no payments in last 6 months

• Department should withhold future services and/or goods until bill is paid in full
  • CA Assembly Bill 1313, effective 1/1/2020 will prohibit institutions from withholding transcripts for delinquent debt
### Banner Billing Chargebacks

**Path to Repository**

#### SIS Monthly Activity

- **View Repositories and Categories**
- **View Complete List of Reports**

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Title</th>
<th>Latest Date</th>
<th>My Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY-102050-FUND</td>
<td>Banner Billing Receivables Emerg. Ln Activity/Outstanding</td>
<td>Sat Nov 30, 2019 12:37pm</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>APB001</td>
<td>Non-resident tuition count and fee totals by FAU</td>
<td>Thu Oct 17, 2019 10:13am</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRS-DEP-OUTSTANDING</td>
<td>Banner Billing Receivables - Deposits Outstanding</td>
<td>Sat Nov 30, 2019 12:07pm</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRS-ER-LN</td>
<td>Banner Billing Receivables Emerg. Ln. Advances</td>
<td>Sat Nov 30, 2019 01:27pm</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRS-MTD</td>
<td>Banner Billing Receivables Month-to-Date Activity Report</td>
<td>Thu Dec 05, 2019 10:07am</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRS-NEW-BILLED</td>
<td>Banner Billing Receivables new activity</td>
<td>Sat Nov 30, 2019 01:57pm</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRS-NEW-BILLED-ME</td>
<td>Banner Billing Receivables new activity</td>
<td>Fri Feb 03, 2017 04:06pm</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRS-OUTSTANDING</td>
<td>Banner Billing Receivables Outstanding</td>
<td>Sat Nov 30, 2019 01:27pm</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRS-OUTSTANDING-ME</td>
<td>Banner Billing Receivables Outstanding</td>
<td>Fri Feb 03, 2017 04:06pm</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRS-PAID</td>
<td>Banner Billing Receivables recently Paid</td>
<td>Sat Nov 30, 2019 12:37pm</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRSS038</td>
<td>SIS PLUS Outstanding Charges</td>
<td>Thu Nov 17, 2016 10:53am</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRSS039</td>
<td>SIS PLUS Paid Charges</td>
<td>Sat Oct 01, 2016 05:22am</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRSS043</td>
<td>SIS PLUS Current Activity</td>
<td>Thu Nov 17, 2016 11:30am</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRSS043D</td>
<td>Short Term Loan Activity</td>
<td>Thu Nov 17, 2016 11:30am</td>
<td>Add to Favorites</td>
</tr>
<tr>
<td>BRSS043H</td>
<td>SIS+ Daily Activity</td>
<td>Thu Nov 17, 2016 10:30am</td>
<td>Add to Favorites</td>
</tr>
</tbody>
</table>

UCRFS User's Group Meeting - December 6, 2019
Banner Billing Chargebacks

Select Category

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CATEGORY DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICE</td>
<td>D02048</td>
</tr>
<tr>
<td>BL</td>
<td>D01123</td>
</tr>
<tr>
<td>LAS</td>
<td>D01023</td>
</tr>
<tr>
<td>SAF</td>
<td>D02055</td>
</tr>
<tr>
<td>FIN</td>
<td>D01312</td>
</tr>
<tr>
<td>IBZ</td>
<td>D01090</td>
</tr>
<tr>
<td>IRA</td>
<td>D01165</td>
</tr>
<tr>
<td>IAR</td>
<td>D01168</td>
</tr>
<tr>
<td>LTR</td>
<td>D01168</td>
</tr>
<tr>
<td>LTH</td>
<td>D01168</td>
</tr>
<tr>
<td>IMP</td>
<td>D01168</td>
</tr>
<tr>
<td>FAL</td>
<td>D01168</td>
</tr>
</tbody>
</table>

Please Click Category Code:

RUNDATE: Nov 30, 2019 12:39:39 PM
Banner Billing Chargebacks

If student status is blank or inactive = potential chargeback
UCPath GL Update

Bobbi McCracken
UCPath Update

• UCI and UCSC Transition to UCPath
  • Adds 29,000 employees; total number of employees served by the UCPath center increases to 164,000
  • Key Dates & Times UCPath will be unavailable (UCPC will be available to take calls, but will not be able to resolve issues requiring access to the UCPath system)
    • Downtime 1: December 5 at 5 p.m. – December 9 at 8 a.m.
    • Downtime 2: December 18 at 5 p.m. – December 22 at 8 a.m.

• Monthly paid employees December Earnings will be dated 1/2/20

• UCR Pilot-Phase 2 in progress
UCPath GL Update

TARS

- Biweekly time reporting period 12/01/2019 – 12/14/2019:
  - Bi-weekly paid employees are asked to project their time worked (and/or leave taken) from Thursday, 12/12/2019 to Saturday, 12/14/2019 (if applicable), and submit timesheets by 11:00 PM on Wednesday, 12/11/2019.
  - Supervisors are asked to approve these timesheets by 11:00 PM on Thursday, 12/12/2019.
  - If adjustments to the time projected are necessary, supervisors should coordinate with their Shared Services Center or initiate a correction using the TARS “prior pay period adjustment” functionality.
  - Notes: Time clock users do not have the ability to project hours worked. Employees can continue to clock in/out up until the end of this pay period (12/30/2019). Supervisors will be required to approve these timesheets by Monday, 12/16/2019 at 10:00 AM.

- Biweekly time reporting period 12/15/19 – 12/28/19 (Campus Closure):
  - Bi-weekly paid employees are asked to project their time worked (and/or leave taken) from Thursday, 12/19/2019 to Saturday, 12/28/2019 (if applicable), and submit timesheets by 11:00 PM on Wednesday, 12/18/2019.
  - Supervisors are asked to approve these timesheets by 11:00 PM on Thursday, 12/19/2019.
  - If adjustments to the time projected are necessary, supervisors should coordinate with their Shared Services Center or initiate a correction using the TARS “prior pay period adjustment” functionality.
  - Notes: Time clock users do not have the ability to project hours worked. Employees can continue to clock in/out up until the end of this pay period (12/28/2019). Supervisors will be required to approve these timesheets by Monday, 12/30/2019 at 10:00 AM.
UCPath GL Update

• Vac Leave Assessment Errors
  • FY2019 reversals completed (exception June 2019 recalled retirees)
  • FY2020 reversal pending UCPath resolution
  • UCPath “planned” for January 2020

• SCTs
  • Duplicates, Dropped, Benefit Assessments, High Risk SCTs

• Prior Year Payroll Reversals
  • Incorrect CBR and other Assessment Rates

• Unclaimed Checks
  • UCPC now reprinting instead of reversing and reissuing

• Complex ServiceLink FAU Change Requests

• Instant Pay Card

• Overpayments

• Missing Data Fields
Questions

Feedback should be sent to ucrfsfeedback@ucr.edu
Thank you for attending today’s UCRFS Users Group Meeting

• The next UCRFS Users Group Meeting will be held on Friday, March 6, 2020 beginning at 8:30 a.m. – 10:00 a.m. at the Alumni Center.

• We welcome your feedback and recommendations for additional topics that you would find helpful. We would appreciate your taking this short survey by copying and pasting this link in your browser which will remain open through Monday, January 6, 2020.

• https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVJsWanN-tRIPqKJ6H0W4sWBUREtPUFVWNlUwS0ZQRlcyMIU0U1JGUUpPWS4u